

**BY ORDER OF THE
INSTALLATION COMMANDER**



**CHARLESTON AIR FORCE BASE
INSTRUCTION 33-117**

27 FEBRUARY 2001

Visual Information

BASE MULTIMEDIA CENTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 437CS/SCM ()
Supersedes CAFBI 33-117, 11 January 1999

Certified by: 437CS/SCM ()
Pages: 9
Distribution: F

This instruction establishes policy for photography, graphic arts, and videography services provided by the Charleston Air Force Base Multimedia Center. It prescribes the purpose, policies, responsibilities, procedures, priorities, and limitations in obtaining these services. It is applicable to 437 AW and 315 AW units, agencies, and tenants with appropriate host-tenant memoranda of understanding or host-tenant support agreements.

SUMMARY OF REVISIONS

This revision updates Base Multimedia Center policies and information on services provided.

1. Purpose: This instruction sets forth procedures to be followed by CAFB units requesting Visual Information (VI) support and establishes local policy that will be used in providing this support.

2. Responsibilities: The Base Multimedia Center is an element of the Mission Systems Flight in the 437th Communications Squadron (CS).

2.1. CS Commander. Organizes and equips the Base Multimedia Center to meet mission requirements.

2.2. Mission Systems Flight Commander.

2.2.1. Manages the Base Multimedia Center resources and reports resources or mission shortfalls to the CS Commander.

2.2.2. Authority to approve/disapprove VI requests.

2.2.3. Responsible for the VI personnel, equipment, and workload.

2.3. The Base Visual Information Manager (BVIM) will:

- 2.3.1. Act as an advisor for all VI equipment on the base.
- 2.3.2. Determine whether requests for VI services or products are official.
- 2.3.3. Assign priorities for visual information requests.
- 2.3.4. Ensure organizations requesting photography submit AF Form 833, Visual Information Work Order, to the Base Multimedia Center not later than three working days prior to the event. Failure to do so may delay processing of the request.

3. Policies:

- 3.1. Base Multimedia Center hours of operation are 0730-1630, Monday through Friday.
- 3.2. Individuals requesting VI support must submit an AF Form 833, **Visual Information Work Order**. Once the completed AF Form 833 is submitted to the Base Multimedia Center (Refer to **4.1.** for different methods of submitting AF Form 833), the Base Multimedia Center representative at the service counter will provide technical assistance regarding the work. The completed AF Form 833 will be logged in the Base Multimedia Center work order control database.
- 3.3. VI support requiring civilian overtime must be certified by the CS Commander and approved by the 437th Support Group Commander.
- 3.4. Requirements for VI support beyond Base Multimedia Center capabilities will be referred to the HQ AMC VI Manager via the Mission Systems Flight Commander.
- 3.5. The Base Public Affairs Officer will review and approve all photos for release to the public.
- 3.6. Priorities: Requests for VI services (AF Form 833) will be assigned a priority based on the following two classifications:
 - 3.6.1. Priority I: Emergency incidents requiring immediate response. An emergency incident is the occurrence of an event or disaster involving serious injury or fatality in which a possibility exists of a legal claim against the United States Government. Such an event may call for immediate VI support. Examples are, but not limited to:
 - Real world international event requiring immediate support
 - Aircraft accident
 - Automobile accident involving serious injury or fatality of Air Force personnel
 - Accident involving Air Force real estate, property, or equipment
 - Legal documentation to be used as legal exhibits (e.g., homicide, spouse or child abuse, etc.)
 - 3.6.2. Priority II: Routine products and/or services in support of the CAFB mission requirements. Examples are but not limited to:
 - Mission essential support requiring (passport/Isoprep photos/Public Affairs/studio portraits)
 - Existing conditions involving the safety, health, and welfare of Air Force Personnel
 - Threatening conditions relating the protection and security of government property/equipment

- CAFB flying, operational, maintenance, and safety training programs
- Documentation of distinguished visitors
- Documentation of significant mission events (change of command/retirement ceremonies)
- Command presentations
- Award and morale programs
- Quarterly/Annual awards
- Photos of Commanders
- Security projects
- Unit coin design, recognition certificates, etc.

3.7. An alert photographer will be on call 24 hours a day, 7 days a week (including holidays). This individual will accomplish emergency services as required. Alert photography requests are normally made by the Security Forces Squadron, OSI, Disaster Preparedness, Command Post, and the Wing Safety Office. The alert photographer will respond with adequate photographic equipment and supplies to photograph, as directed, within 60 minutes of notification. The alert photographer will respond to emergency events including government vehicle accidents, damage to government property, accidents involving civilian vehicles causing \$250 or more in damage, serious injury or fatality incidents, visual injuries to victims of physical violence (e.g., domestic violence, child abuse, etc.), or in the likelihood of a legal claim against the United States Government.

3.7.1. During normal duty hours, the alert photographer will be located at the Base Multimedia Center, building 235, and can be contacted by dialing extension 3-3450.

3.7.2. The alert photographer is on call for emergency responses. All other after duty hour photography support requested will be approved by the Mission Systems Flight Commander or the 437th Communication Squadron Commander.

3.7.3. The requesting agency will escort the alert photographer into any restricted area to accomplish required photographic coverage.

3.7.4. Emergency photography will be released to the requestor only upon completion of AF Form 833.

3.8. The Base Multimedia Center equipment shall only be used for official Air Force production services or end products.

3.9. Requestors are responsible for identifying and controlling any classified subject matter, in addition to, protecting and labeling any classified material to be copied. A properly completed AF Form 310, Document Record and Receipt must accompany classified material.

3.10. All VI materials produced or collected by an Air Force member or employee in the course of their official duties becomes the property of the Department of the Air Force. Personal use of such VI materials for sale or other reason not directly related to an official Air Force activity is prohibited without specific written approval of an official so authorized by law, regulation, order, or other competent authority.

3.11. Routine requests for photographic prints will be either 3" x 5" or 5" x 7" unless the customer possesses official documentation requiring a certain photographic size. Photographic prints 8" x 10" or larger must be approved by the BVIM or Mission Systems Flight Commander.

3.12. Unit programs governed by an AFI, AMCI, or local instruction are supported by the Base Multimedia Center. Support is provided for approved award programs such as photographs of quarterly award and annual award winners used for unit display boards (5" x 7" photographs). Commanders wishing to display organizational boards containing photographs of the Wing Commander, Group Commander, Squadron Commander, and First Sergeant are supported by the Base Multimedia Center (8" x 10" photographs). The BVIM or Mission Systems Flight Commander will approve any additional organizational board photographs request.

3.13. Pornography Prohibited. Since an official definition of what constitutes "pornographic photography" is not available, interpretations of "pornography" or "art work" vary. Therefore, it is at the BVIM's discretion (IAW AFI 33-117) to deem what is in good taste. Material deemed pornographic will not be produced or be reproduced in Base Multimedia Center facilities.

3.14. The BVIM will ensure still imagery is reviewed and accessioned at least quarterly and sent to the Air Force Still Media Accessioning Office at Andrews AFB. The BVIM will also ensure video imagery is reviewed and accessioned within 120 days and sent to the Defense Visual Information Center at March AFB. Personnel will ensure still and video imagery is accessioned with the proper documentation, labels, and VIRIN according to AFI 33-117.

4. Procedures: Requesting VI products and services:

4.1. Users of official VI services are encouraged to consult in advance with the Base Multimedia Center in planning their needs so that appropriate counsel and advice may be rendered towards achieving the best possible product and/or service.

4.2. Customers need to submit an AF Form 833 to request VI service. The customer service representative will ensure the AF Form 833 is given to the photographer performing the actual photo shoot. Upon receipt of the AF Form 833, a customer service representative will review the form immediately for clarity and determination as to whether the request is official while the requestor is available. The AF Form 833 may be hand delivered, emailed to 437 CS VI Service Center (437CS.VI@charleston.af.mil), or faxed (DSN: 673-3464 or Commercial: 963-3464) to the Base Multimedia Center. When emailed, the AF Form 833 should be saved as a Form Pack within the Form Flow program and attached to an email message. Upon receipt of the AF Form 833 via fax or email, the customer will be contacted in order to verify pertinent information.

4.3. Upon job completion, the customer will be notified by telephone or email to pick up the completed product and sign the AF Form 833, certifying the product is accurate, complete, and appropriate for the purpose for which it is intended. Some products can be emailed to the customer if requested (examples are: Public Affairs photos, emergency responses, DV photos, Protocol Photos, and select photos in reminder emails). Because of the broad spectrum of various technical trade terms, abbreviations, spelling of special mission names, etc., it is the responsibility of the customer to ensure that the final product is correct and meets all requirements prior to accepting the finished product. Products not picked up within 30 days of notification will be mailed to the customer.

5. Capabilities and Services: The Base Multimedia Center is used extensively in many aspects of Charleston Air Force Base operations.

5.1. Still Photography: Provides a wide range of photography products to support official photography functions. A photographic specialist will help the customer match their requirements to the Base Multimedia Center capabilities. The Base Multimedia Center can provide digital products on CD, floppy disk, email (by specific request only, due to quality degradation), professional image prints, custom editing, color correction, image restoration, cropping, enlargements, specialized enhancements, digitization of photographs, and digital imagery layouts. The Base Multimedia Center can also provide film print products.

5.1.1. The Base Multimedia Center provides photographic services for many official Air Force mission functions to include the following:

5.1.1.1. Retirements: All Active duty members retiring are authorized photographic documentation of their official ceremony. Products normally provided: 1 ea. 8 x 10 custom digital layout along with a CD-Rom or Floppy disk containing the layout along with individual images from the ceremony to the individual or the retirement POC.

5.1.1.2. Commander's Call: All medal presentations and AMN, NCO, SNCO, CGO, and CIV of the Quarter recipients. Commander's calls will be photographed utilizing digital cameras. Products normally provided: 1 ea. 3 x 5 print.

5.1.1.3. Distinguished Visitors: Requests to document DV visits will be initiated by the Protocol office or the Wing staff. DV visits will be captured digitally for timeliness. Products normally provided: Highlight of images will be emailed to the customer during the same business day (after normal duty hour visits may be emailed the next business day). 1 set ea. 3 x 5 prints will be completed following the email.

5.1.1.4. Change of Commands: Change of Command ceremonies will be documented in their entirety. Products normally provided: 1 ea. 8x10 (one for each commander) custom digital layouts along with 2 CD-ROMs containing the layout and individual selected images (layouts will consist of images which represent the overall ceremony).

5.1.1.5. NCO/SNCO Induction: Each inductee will be individually photographed. Products normally provided: 1 ea. 3 x 5 print.

5.1.1.6. ALS graduations: Each graduate will be individually photographed receiving their ALS certificate. Special award recipients will also be photographed. Products normally provided: 1 ea. 3 x 5 print.

5.1.1.7. Dining In/Dining Out: The official guest speaker and any official presentation will be photographed. Products normally provided: 1 ea. 3 x 5 print.

5.1.1.8. Promotion Ceremony/Re-enlistment: Individual's ceremony will be photographed. Products normally provided: 1 ea. 5 x 7 print with additional prints on CD Rom or Floppy disk.

5.1.1.9. Alert Photography: Provides an alert photographer for on-call duty during and after normal duty hours to photograph emergency incidents such as aircraft and ground accidents, fires, or other occurrences of a serious nature.

5.1.1.10. Studio: Studio portraits are taken by appointment only, between the hours of 1300 to

1530, in 30-minute increments Monday through Friday. Portraits are captured digitally and printed while the customer waits. Products provided: 4 x 5, 5 x 7, 8 x 10 digital prints (size and quantity is contingent upon category and requirement). Wing Commander, Group Commander, Squadron Commander, and First Sergeant portraits are saved digitally on our database for future access. The following categories are justification for portraits:

- Wing Commander
- Group Commander
- Squadron Commander
- Squadron First Sergeant
- Wing officer Bio
- Unit Chaplain
- Wing safety official
- Quarterly/Annual award winners
- Special duty application
- JAG/Area Defense Counsel officials
- Army/Navy promotion photos (with host/tenant support agreement)

5.1.1.11. Passports/Visa: Passports and Visas are photographed on a walk-in basis, from 0800 to 1100, Monday through Friday. The Military Personnel Flight, or the member's unit mobility officer, as official business, must certify work requests for Passports and Visas. Products Provided: 2 ea. 2 x 2 Polaroid for passports and 2 ea. 2 x 2 digital prints for Visas. All Visas are saved to customer's floppy disk for future access. Family members of assigned base personnel unable to come in during identified times can call the Base Multimedia Center to meet at a later time.

5.1.1.12. Public Affairs: Images for publication or release will include a cutline to include full name, rank and duty titles of individuals identified in the image as well as an explanation describing what is happening in the photo; photo credit of the photographer's full name will also be provided. Images will be at least 300 dpi and will be forwarded electronically to the PA office with corresponding cutline information. All offices requesting photos for the base newspaper must first coordinate with 437 AW/PA.

5.1.2. Photographic support for functions funded with non-appropriated funds are prohibited. However, events that may be documented include official presentations, official guest speakers, or when requested by the base Public Affairs office for use in publication. No images will be photographed depicting Air Force members with alcoholic beverages, or otherwise reflecting bad credit upon the Air Force or the Department of Defense.

5.2. Graphic Arts: Plans and prepares graphic images, special displays, and exhibits. Develops graphic products for viewing, printing, reproduction, photography, projection, and television presentation. Compiles and depicts data using various media, drawings, drawing instruments, and electronic equipment. Sets up, positions, synchronizes, operates, and maintains various types of projectors, video and audio recorders-reproducers and monitors, computers, and multimedia equipment in sup-

port of 437 AW/CC and 315 AW/CC hosted and high-level events. The Base Multimedia Center provides graphic arts services for many official Air Force mission functions to include the following.

- 5.2.1. Training Aids: Graphics can provide various types of full color training (i.e., aircraft maintenance visuals, mop level training aids, and visuals in support of safety awareness).
- 5.2.2. Interior signs: Graphic arts can provide informational signs, (i.e., directions, hours of operation, and services provided) for interior viewing up to 11" x 17".
- 5.2.3. Miscellaneous graphic products: The graphic section can create book covers, originals for the purpose of reproduction, certificates of recognition, and paper name plate inserts.
- 5.2.4. Presentations: Projectors, video recorder/players, laptops with power point capability, various types of projection screens, and small setting sound equipment are provided in support of 437 AW/CC and 315 AW/CC level events. All other events are covered with temporary issued equipment to the customer with training and equipment provided by the Base Multimedia Center.
- 5.2.5. Visual Imaging Equipment: The Base Multimedia Center can provide training on the operation of loaned graphics equipment. Items available for loan are LCD projectors and six-foot pull down screens. All associated cables are provided as part of the projection system; however, the customer must provide the laptop or video recorder. Training is also provided on the operation of the wing conference room presentation equipment. Appointments for training can be made by calling the Base Multimedia Center at 963-3456 or 3450. Wing Administration is the central POC for scheduling the Wing Conference Room and any additional support and can be reached at 963-5580.

5.3. Videography: Provides video coverage of both staged and spontaneous events. Reviews and edits video imagery. Identifies and reduces material to individual scenes or sequences, and assembles in proper order. Edits, assembles, and synchronizes recorded sound with imagery. Integrates special effects, music, sound effects, dialogue or narration, and transitions into final products agreeable with the customer.

5.3.1. Base Multimedia Center provides the following services for official Air Force video coverage (scripted documentation):

- 5.3.1.1. A videographer will conduct an initial consultation with customers to determine video production requirements. The videographer and the BVIM will determine whether the request is for a local or Air Force production.
- 5.3.1.2. Air Force productions are those created for multi-base, command-wide or Air Force-wide, DoD-wide or non-DoD use. AF productions are requested on DD Form 1995 and must be approved at the Air Force level.
- 5.3.1.3. Local productions are for local requirements (normally for base use only), usually with a limited life span. Local productions will be produced by the Base Multimedia Center.
- 5.3.1.4. The videographer will assist the customer in script requirements, determining video shots, music, shooting locations, graphics, and video effects.
- 5.3.1.5. The requestor is responsible for writing the production script and providing the narrator. Base Multimedia Center video personnel will provide a script format and will assist the customer when needed. All scripts must be approved by the requesting organization Commander, BVIM, and the videographer before shooting begins on any production.

5.3.1.6. Product completion time will depend on the complexity of the production, availability of resources, and script approval process. During the initial consultation, the videographer will provide the customer with a realistic timeline for product completion. All estimates are based on routine production assignments and current workload. Priority work received after the initial estimate may affect the completion times. The customer will be notified in the event of production delays.

5.3.2. The Base Multimedia Center provides the following services for official Air Force video coverage (non-scripted documentation):

5.3.2.1. Retirement or promotion ceremonies honoring Wing, Vice-Wing Commanders, Officers in the grade of O-6 and above and Non-Commissioned Officers in the grade of E-9 and above are appropriate. Products normally provided: one VHS copy of the ceremony will be given to the individual retiring or receiving promotion.

5.3.2.2. Group and Wing level Change of Command Ceremonies Products normally provided: edited copies of the entire ceremony will be provided to the incoming and outgoing commanders, Public Affairs, and Wing Protocol.

5.3.2.3. Other spontaneous events may include but are not limited to: real world and emergency operations, base exercises, deployments, legal support, coverage of distinguished visitors, and special events of a significant historical nature (i.e., Chief and Senior NCO Induction Ceremonies, The National Prayer Breakfast, Air Expo, etc.). Products received are determined by customer requirements and approved by the BVIM or Mission Systems Flight Commander.

5.3.3. Video support will not be provided for the following: video products depicting a member's entire life and career, videos in support of holiday parties and other non-official functions, morale and welfare programs unless it directly supports the Air Force mission and with approval by the Communications Squadron Commander.

5.3.4. When resources are available, the Base Multimedia Center will offer 8mm video camcorders, videotape and accessories for self-help checkout to support unit recognition programs, squadron change of commands and retirements not specified above. The Base Multimedia Center will duplicate one copy of the original footage to VHS. Editing is not provided for self-help videos.

5.3.5. Duplications of videotapes are limited to locally generated videos of an official nature. The Base Multimedia Center will provide up to 5 blank VHS tapes for duplications; additional videotapes should be provided by the requestor. Commercial videos will not be duplicated by the Base Multimedia Center. Air Force and DoD productions may be ordered from the Defense Automated Visual Information System (DAVIS), through the DAVIS website:

<http://afis.osd.mil/dodimagery/davis>.

6. The Base Multimedia Center operates a self-help program featuring an equipment loan program which includes photo equipment such as low-end digital cameras, and 8mm video cameras. All Charleston AFB personnel are cautioned not to use government equipment and supplies to cover non-official events.

7. The Base Multimedia Center is an all-digital photographic center, but maintains the capability to photograph with 35mm film by request and will process the film with a local vender. The Base Multimedia

Center will make arrangements to process self help film through a local vendor for all units for official business.

DENNIS M. KAAAN, Colonel, USAF
Commander, 437th Support Group